

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



July 6, 2005

ALL COUNTY INFORMATION NO. I-30-05

TO: ALL COUNTY WELFARE DIRECTORS  
ALL FOOD STAMP PROGRAM COORDINATORS

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: ANNUAL FOOD STAMP PROGRAM (FSP) SURVEY OF OPERATIONS  
AND ACCESS

REFERENCE: Manual Sections 63-104.21(h) and 63-205.1, All County Letter 94-11

The purpose of this letter is to request that all County Welfare Departments (CWDs) complete the Annual County FSP Survey of Operations and Access. State regulations require that CWDs complete an annual survey and review of hours of operation of the FSP offices. This is to ensure that the needs of recipients are adequately met.

**BACKGROUND**

As with prior surveys conducted over the years, the information provided on the survey is useful to the California Department of Social Services (CDSS) in meeting statewide program needs. It allows CDSS to respond to information requests regarding the administration of the FSP by the CWD as well as evaluate legislative proposals and regulatory changes. Also, next year's outreach campaign will use the information compiled from the Access portion of the survey.

There are changes from the prior year's survey. In general, questions were added or revised for clarity. Questions that no longer apply were eliminated, e.g., Electronic Benefit Transfer and Transitional Food Stamps implementation questions. In accordance with a request from the Food and Nutrition Service, questions were added regarding face-to-face interviews and extended hours. Although questions have been added or revised that reflect information not previously collected or tracked, CWDs are asked to provide their best estimate.

The survey is divided into two parts: A) Access and Awareness, and B) Certification. Please be aware that these parts cover different time periods, and information is to be reported accordingly. Part A reflects activities conducted in the State Fiscal Year (SFY) 2004/2005, and Part B covers operations as of June 30, 2005, as well as the entire fiscal year. These time periods are also defined within the survey.

## **SURVEY COMPLETION**

The survey is an Excel file and may be accessed online from the CDSS website at the following website address. There is an underscore between "Surveys" and "1429"--i.e., Surveys\_1429.

[http://www.cdss.ca.gov/dssdb/Surveys\\_1429.htm](http://www.cdss.ca.gov/dssdb/Surveys_1429.htm)

Information regarding how to download the survey is available on this website. After downloading the survey, information for completing and submitting the survey can be accessed by opening the survey file and clicking on the various "buttons" located at the top and left sides of the file. Once the survey has been completed, it is to be submitted electronically. If you have any technical questions related to the electronic completion and submission of the survey, please contact Kevin Andagan, Data Systems and Survey Design Bureau, at (916) 657-4354.

Completion of the survey electronically will save time, improve accuracy through the use of validation features, and facilitate data compilation. Counties that are unable to submit the survey electronically may contact Rosie Avena at (916) 654-1514 for a hard copy. If you are filling out a hard copy, please mail the completed survey to:

California Department of Social Services  
Food Stamp Policy Bureau  
744 P Street, M.S. 16-32  
Sacramento, CA 95814  
Attn: Rosie Avena

**Please submit your response no later than August 15, 2005.**

If you would like a copy of the summary to the survey from last year for July 1, 2004, it is located online at [http://www.dss.cahwnet.gov/getinfo/acin04/pdf/I-84\\_04.pdf#page=2](http://www.dss.cahwnet.gov/getinfo/acin04/pdf/I-84_04.pdf#page=2). There is an underscore between "I-84 and "04"--i.e., I-84\_04. If you need assistance completing this year's survey or if you have any questions regarding this notice, please contact Rosie Avena, Food Stamp Policy Implementation Unit at (916) 654-1514.

Sincerely,

***Original Document Signed By***

RIGHTON YEE, Chief  
Food Stamp Branch